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FR-2578

26 December 1968

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Weekly Report of the Office of Training**

25X1A  
1. Second [REDACTED] Course Set

25X1A  
Despite the holiday hush over Agency classrooms, arrangements are underway for [REDACTED] Basic Business Systems Analysis from 6 - 17 January [REDACTED]. This will be the second 25X1A presentation of the course; the first running last spring was conducted at the request of the Chief of SIPS for his personnel.

OTR will register students but the approximate \$350 tuition charge will be borne by sponsoring offices. Twenty-four of the 25 spaces are already filled, 16 from SIPS.

2. Tremendous Volume of Guest Lectures Support OTR Programs

Statistics showing the amount of support OTR receives in its instructional programs from the various directorates reveal that more than two thousand guest lectures were provided by the Office of the DCI and the four directorates during FY 1968. The Clandestine Services accounted for half of them.

Registrar Staff records show the following information for the 1968 academic year:

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	<u>Number of Speakers</u>	<u>Number of Lectures</u>
O/DCI	45	156
DDS	129	510
DDP	353	1086
DDI	72	233
DDS&T	<u>37</u>	<u>145</u>
Totals	636	2130

3. Language School Holds Planning Session

Language School officials devoted an entire Friday afternoon recently to a spirited planning conference to consider subjects such as instructor management, student attendance and review of other student records, textbook support for the Clandestine Services Language Maintenance Program and factors to be considered in a possible move to new quarters. Plans call for an all-day followup session at [REDACTED] in January. 25X1A6a

4. FEI Nominee Provided Advance Briefings

Registrar representatives have had several conversations with

25X1A9a [REDACTED], Executive Assistant/DDCI, who will be attending the next Federal Executive Institute at Charlottesville beginning 6 January. Arrangements have been made to have [REDACTED] talk to [REDACTED], who just 25X1A9a completed the first running of this course, and next week will meet with 25X1A9a [REDACTED], an OTR instructor who has been serving with the Institute faculty.

25X1A6a 5. [REDACTED] has advised that if A & E plans for the new sewage plant are ready by early January, and if funds are available, its offices

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can review plans by February, advertise for bids by March and award the construction contract by April. . . . [REDACTED] personnel will 25X1A6a participate in a proposed three-week [REDACTED] course to be held 25X1A at the Border Patrol School, Los Fresnos, Texas, beginning in April. Students will include 39 police officers from 13 WH countries and will be sponsored by USAID.

SIGNED/RWM

*for* John Richardson  
Director of Training

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